



## Real Estate School or Course Sponsor Application

School / Sponsor Name \_\_\_\_\_

School Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Administrator \_\_\_\_\_ SS# \_\_\_\_\_ D.O.B. \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### School Owners / Directors

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Check whichever is appropriate:

\_\_\_\_\_ Public institution      \_\_\_\_\_ Non-profit real estate organization      \_\_\_\_\_ Branch of approved school

\_\_\_\_\_ Proprietary school      \_\_\_\_\_ For-profit real estate organization      \_\_\_\_\_

Branch Location Address

**Private School Licensure:** Public institutions and non-profit organizations are exempt from private school licensure. However, all proprietary schools who do not receive state funding must apply for a private school license by contacting the Alabama Department of Postsecondary Education at (334) 242-2912. IF A LICENSE IS REQUIRED, NO COURSES CAN BE TAUGHT UNTIL IT IS ISSUED.

### Have you applied for a private school license?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      If so, date applied \_\_\_\_\_

### Has license been issued?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      If so, date issued \_\_\_\_\_

**Course Delivery** (Mark all that apply):      \_\_\_\_\_ Classroom      \_\_\_\_\_ Distance Education

### List the courses your school/organization plans to offer if approved.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

(Continued on back)

**Attendance Monitoring Policy:**

Provide a statement explaining how you intend to monitor attendance. Submit a copy of the attendance verification form. 90% attendance is required for Prelicense and Post License. 100% attendance is required for Continuing Education.

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**Exam and Re-exam Procedures** (if applicable):

Provide a statement explaining your exam procedure and your policy for make-up exam(s).

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**Method of Record Maintenance:**

Provide a statement explaining your procedure for maintaining all student records. (Minimum of four years for education records).

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**THE AMERICANS WITH DISABILITIES ACT (ADA).**

Any entity that offers courses or examinations related to licensing for professional or trade purposes must offer such courses or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information please contact your Equal Employment Opportunity Commission.

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*I hereby certify that all information supplied herein and on all attachments is true and accurate and that this program will be conducted in compliance with the Americans with Disabilities Act (ADA). I attest that the sponsor of this course has not had a real estate education certification or approval denied or revoked by any regulating entity of any state or jurisdiction.*

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**Signature of Administrator**

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**Date**

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